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SCHOOL LAW

OF

WASHINGTON TERRITORY.

ALSO,

THE RULES AND REGULATIONS ADOPTED BY THE BOARD OF EDUCATION OF SAID TERRITORY.

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SCHOOL LAW

OF

WASHINGTON TERRITORY.

AN ACT.

TO AMEND THE COMMON SCHOOL LAW OF THE TERRITORY OF WASHINGTON.

TITLE I.

SUPERINTENDENT OF COMMON SCHOOLS.

SECTION 1. *Be it enacted by the Legislative Assembly of the Territory of Washington:* That a superintendent of public instruction shall be appointed by the governor, by and with the advice and consent of the legislative council, and shall enter upon the duties of his office on or before the first Monday in January next following his appointment, and shall hold his office for the term of two years or until his successor is appointed and qualified, and shall execute a bond in the penal sum of two thousand dollars, with two good and sufficient sureties to be approved by the territorial auditor conditioned upon the faithful discharge of his or her official duties.

SEC. 2. The superintendent shall have general supervision of public instruction, especially of the county and district school officers and the public schools of the territory, and shall report to the governor biennially on or before the first day of September of the years in which the regular sessions of the legislature are held. The governor shall transmit said report to the legislature, and whenever it is ordered printed, a sufficient number of copies shall be delivered to the superintendent of public instruction to furnish two copies, to be deposited in the territorial library, and one copy to each county superintendent of common schools, to be held by him as public property, and delivered to his successor in office, and one copy to each district school clerk within the territory. Said report shall contain a statement of the condition of the territorial university and public schools in the territory, full statistical tables, by counties, showing among other statistics the number of schools and the average attendance; the number attending private

schools, the amount raised by county and district taxes, or from other sources of revenue for school purposes, the amount expended for salaries of teachers and for building and furnishing school houses, and the statement of the plans for the management and improvement of schools, together with such other facts as he may deem proper to collect for the information of the legislature.

SEC. 3. The superintendent of public instruction shall superintend the printing and transmitting of such blanks, forms, rules and regulations for the use and government of the public schools, school officers and teachers, as the board of education may authorize, together with questions prepared for the use of the county boards in the examination of teachers.

SEC. 4. It shall be the duty of the superintendent of public instruction to travel in the different counties of the territory, where common schools are taught, so far as possible without neglecting his other official duties as superintendent of public instruction, during at least three months in each year, for the purpose of visiting schools, of consulting with county superintendents, and addressing public assemblies on subjects pertaining to public schools.

SEC. 5. The superintendent of public instruction shall keep his office at some place where there is a post-office, and he shall receive a salary of six hundred dollars per annum, which shall be paid quarterly out of the territorial treasury. He shall also submit quarterly, a statement of expenditures for traveling expenses, stationery, postage and other necessary expenses connected with his office, which shall be audited by the territorial auditor, who shall issue a warrant on the territorial treasurer for the payment of such amounts as shall be found to have been properly incurred: *Provided*, That said expenditures shall not exceed three hundred dollars in any one year.

SEC. 6. The superintendent of public instruction shall, at least once a year, hold a territorial teachers' institute, over which he shall preside, at such time and place as may be determined upon, either by the institute or territorial board of education, which territorial institute shall continue in session not less than five days, and he shall, so far as practicable, aid in establishing county institutes.

SEC. 7. The superintendent of public instruction shall be *ex-officio* president of the board of education.

SEC. 8. Before entering upon the discharge of the duties of his office the superintendent shall subscribe, before an officer duly authorized to administer oaths, the following: "I do solemnly swear (or affirm) that I will support the constitution of the United States, the organic act of the territory, and that I will faithfully discharge the duties of the office of territorial superintendent of schools according to law, and the best of my knowledge and ability; So help me God." Which being duly attested, shall be filed with the territorial auditor.

SEC. 9. The superintendent shall, at the expiration of his term of office, deliver over, on demand, to his successor, all property, books, documents, maps, records, and other papers belonging to his office, or which may have been received by him for the use of his office.

TITLE II.

BOARD OF EDUCATION.

SEC. 10. The governor shall appoint, by and with the advice and consent of the legislative council, one suitable person from each judicial district, who, together with the territorial superintendent, shall constitute the territorial board of education, who shall hold their offices for two years, from the first Monday in January next following their appointment. They shall be notified of their appointment in the same manner as may be prescribed by law for giving notice to other territorial officers, and within twenty days after receiving such notice, shall qualify by taking a similar oath to that which is required by this act to be administered to the superintendent of public instruction, which, being duly attested, shall be filed with the territorial auditor. They shall serve until their successors are appointed and qualified.

SEC. 11. The meetings of the board shall be held annually, at Olympia, on the second Monday in July, and the board may hold such other meetings as they may deem necessary for the transaction of the public business: *Provided*, That the aggregate expenses of the board shall not, by reason of such meetings, be made to exceed the sum appropriated to the use of the board.

SEC. 12. Said board shall have power—

First—To adopt or re-adopt at their regular meeting in July a uniform series of text books throughout the territory, whenever they can secure an exchange of the books, at anytime in use, for those of the same grade, or an exchange of those of a lower grade for those of the next higher grade, without a greater average cost to the people than two-fifths of the contract retail price of the books in use at the time of the adoption; and enter into contracts with publishers for the supply of the same, to take effect on the first of the following September, and the books so adopted shall not be changed within five years thereafter, unless the publishers of such adopted books shall cause the price agreed upon to be increased, or shall thereafter publish books of an inferior quality. Before making any adoption the board shall advertise for at least sixty days in one paper in each judicial district, of general circulation, that they will receive sealed proposals for the supply of text books to the people of the territory. Said advertisement shall state the day and hour upon which such proposals shall cease to be received. It shall also name all the kinds of books for supply of which proposals are invited, and be signed by the president and secretary of the board, and that said proposals so advertised for shall state the price at which the books proposed shall be exchanged for the books in use at the time of making such proposal, and it shall state the wholesale price which shall be maintained in the territory, and also the uniform retail price which shall be maintained in every county in the territory during the time the books shall remain in use. Said proposals shall be marked "sealed proposal to furnish text books for the schools of Washington Territory," and shall be addressed to the secretary of the board of education, and shall not be opened before the hour advertised, nor in the presence of less than three members of the board. Immediately upon the opening of bids, they shall be read in open board, and adoption of books and award of contract shall be made within ten days following. No books shall be

adopted without a majority vote of the whole board: *Provided*, That nothing in this section shall be so construed as to compel the board to adopt or re-adopt any series of books for which no satisfactory proposals have been made. The publishers, awarded the contract by the board, shall guarantee all the terms of the proposal on which it is made by a bond, with two or more sufficient sureties, for its faithful performance, and shall cover such a period as the books may remain in use. Said bond to be approved by the board.

Second—To prescribe rules for the general government of the public schools, that shall secure regularity of attendance, prevent truancy, secure efficiency and promote the true interest of the schools; they shall prepare, or cause to be prepared, blank forms for the reports of teachers, directors, county superintendents and for other necessary purposes. The board shall have the general supervision of the territorial normal school whenever the same shall be established by law.

Third—To use a common seal, and elect one of their own members secretary.

Fourth—To order all printing that may be necessary to carry into effect the provisions of this act.

Fifth—To sit as a board of examination at their annual meetings and grant Territorial certificates and diplomas. Territorial certificates shall be granted only to such applicants as shall file with the board satisfactory evidence that they have taught successfully twenty-seven months, at least nine months of which shall have been in the public schools of this territory. The applicant must also either pass a satisfactory examination in all the branches required by law to be taught in the public schools of this territory, or file with the board certified copies of a diploma from some state normal school, or a state or territorial certificate from some state or territory, the requirements to obtain which shall not have been less than those required by this act. Territorial certificates shall be valid for five years, and shall entitle the holder to teach in any public school in the territory. They may be revoked at any time for cause deemed sufficient by the board, and may be renewed without re-examination. Life diplomas shall be granted only to such applicants as shall file with the board satisfactory evidence that they have taught successfully for ten years, not less than one of which shall have been in the public schools of this Territory. In other respects the requirements shall be the same as those required for territorial certificates; but life diplomas shall be valid during the life of the holder, unless revoked for cause deemed sufficient by the board, and shall entitle the holder to teach in any public school in the territory. The fee for territorial certificates shall be six dollars, and for life diplomas ten dollars. Said fees must be deposited with the application, and cannot be refunded to the applicant unless the application be withdrawn before it has been considered by the board. The fees collected shall be used for the payment of the incidental expenses of the board of education.

SEC. 13. It shall be the duty of the board of education to prepare, annually, a uniform series of questions to be used by the county board of examination in the examination of teachers of the territory.

SEC. 14. All certificates granted by the board of education may be revoked for immoral or unprofessional conduct.

SEC. 15. All needed stationery for the use of, and any printing authorized by the board, as well as all necessary traveling expenses of the members of the board, incurred in going to or returning from the place of meeting, shall be paid out of the territorial treasury, the accounts for the same to be presented by direction of the board, duly certified by the territorial superintendent to the territorial auditor, to be first audited and allowed by him and then certified to the territorial treasurer for payment. Each member of the board shall receive four dollars per day for the time actually employed in traveling to, attending on and returning from, the meeting of the board: *Provided*, That the expenses of the whole board shall not exceed the sum of three hundred dollars in any one year.

SEC. 16. Whenever any vacancy in the board shall occur, whether by death, removal, resignation or otherwise, the governor shall fill the vacancy by appointment. And all males and females over the age of twenty-one years shall be eligible to hold, or be elected to, any office under this act.

TITLE III.

COUNTY SUPERINTENDENT.

SEC. 17. A county superintendent of common schools shall be elected in each county of the territory at each general election, who shall take the office on the second Monday in January next succeeding his election, and hold for two years, or until his successor is elected and qualified. He shall take the oath or affirmation of office, and shall give an official bond to the county in a sum to be fixed by the board of county commissioners. The county commissioners of each county shall fill any vacancy that may occur in the office of county superintendent until the next general election.

SEC. 18. The county superintendent shall, on or before the first Monday in February and August of each year, apportion all school moneys to the school districts, in accordance with the provisions of this act. He shall certify to the several districts clerks and to the county treasurer the amounts so apportioned to the several districts; and the directors shall draw their warrants on the county treasurer in favor of persons entitled to receive the same. Such warrants shall show for what purpose the money is required.

SEC. 19. Each county superintendent shall have the power and it shall be his duty—

First—To visit each school in his county once a year.

Second—To distribute promptly all reports, laws, forms, circulars and instructions which he may receive for the use of the schools and teachers.

Third—To report to the superintendent of public instruction, annually, on the first day of August, for the school year ending June thirtieth, next preceding, giving the number of children of school age, the number of school houses, the number of school districts, the

amount of money apportioned each year, the amount paid to teachers, the amount paid for school houses and furniture, and any other matter of interest connected with schools, or with the conduct and management of schools.

Fourth—To enforce the course of studies adopted by the board of education.

Fifth—To enforce the rules and regulations required in the examination of teachers.

Sixth—To keep on file and preserve in his office the biennial report of the superintendent of public instruction.

Seventh—To keep in a good and well bound book, to be furnished by the county commissioners, a record of his official acts.

Eighth—To carefully preserve all reports of school officers and teachers, and at the close of his term of office, deliver to his successor, all records, books, documents and papers belonging to the office, taking a receipt for the same, which shall be filed in the office of the county auditor.

SEC. 20. If the county superintendent fails to make a full and correct report to the superintendent of public instruction, of all statements required to be made by law, he shall forfeit the sum of fifty dollars from his salary, and the board of county commissioners are hereby authorized to and required to deduct therefrom the sum aforesaid, upon information from the superintendent of public instruction that such reports have not been made.

SEC. 21. The county superintendent shall have power to administer oaths and affirmations to school directors, teachers and other persons, in all official matters connected with or relating to schools, but shall not make or collect any charge or fee for so doing, and shall be eligible to teach any school in the county in which he is selected to hold office.

SEC. 22. The county superintendent shall have power and it shall be his duty to appoint directors and district clerk for any district which, from any cause, fails to elect at the regular time; to appoint directors and district clerks to fill vacancies, to appoint directors and district clerks for any new districts; *Provided, however*, That when any new district is organized such of the directors and district clerk of the old district as reside within the limits of the new one, shall be directors and district clerk of the new one, and the vacancies in the old district shall be filled by appointment; that the county superintendent shall have power to call a school meeting at the request of a majority of the legal voters, when in his opinion the interests of education require it; *Provided*, That said request for such school meeting be first laid before the directors of the district, and action be thereon refused by them.

SEC. 23. It shall be the duty of the county superintendent to inquire and ascertain whether the boundaries of school districts in his county are definitely and plainly described in the records of the county commissioners, and if such boundaries are not plainly described on such records, then it shall be his duty to furnish to said board of county commissioners, accurate boundaries of all school districts; and he shall keep in his office a full and correct transcript of such boundaries. In

case the boundaries of districts are conflicting or incorrectly described, he shall change, harmonize and describe them, and make a report of said actions to the county commissioners; and on being ratified by the county commissioners the boundaries and description so made shall be legal boundaries and descriptions of the districts of the county. The county superintendent shall furnish the district clerks with descriptions of the boundaries of their respective districts.

SEC. 24. Every school superintendent shall receive a salary of one hundred dollars per annum, and when the number of scholars shall exceed five hundred, then he shall receive the sum of five dollars for each additional one hundred scholars, and three dollars for each school visited once during the year, together with mileage at the rate of ten cents per mile for going to and returning from said school, to be paid quarterly in the same manner as the salaries of other county officers upon his certifying to the county commissioners that he has actually discharged the duties required.

SEC. 25. Each county superintendent shall call to his assistance two persons holding the highest grade certificates in his county, and such persons, with the county superintendent, shall constitute a board for the examination of teachers. It shall be the duty of the county board of examination to be at the county seat on the second Wednesday of February and August, for the purpose of examining teachers; the superintendent shall give ten days' notice of the same by posting up hand-bills or otherwise; the superintendent shall also, at such time and and place, transact such other business as properly appertains to his office. And any person or district applying on different days for the transaction of such business, shall pay the superintendent a reasonable compensation for his trouble, not exceeding the sum of two dollars. A proper allowance shall be made out of the county treasury for the necessary books, stationery and postage for the county superintendent's office: *Provided*, That such persons called to the assistance of the county superintendent shall receive three dollars per day for the time actually employed, and mileage at the rate of ten cents per mile.

SEC. 26. There shall be three grades of county certificates, first, second and third. Unless revoked for cause, a first grade certificate shall entitle the holder to teach for three years; second grade for two years and third grade for one year. No first certificate shall be granted until the applicant shall have filed with the county superintendent satisfactory written evidence of having taught successfully one year. Boards of examination may in their discretion issue certificates without examination upon deposit of certified copies of other certificates of like grade, issued in this or any other state or territory. Those holding first grade county certificates, and who shall have been actually engaged in teaching for three years, shall be eligible to examination for first grade territorial certificates: *Provided*, That the county superintendent may grant permits to such persons who may desire to teach in his county, who were not residents of the county, or who were unavoidably absent from the meeting of thecounty board of examination, and all permits so granted shall be good until the next meeting of the board: *Provided*, That any teacher holding a certificate in force and effect granted

by any county board of education in this territory shall be entitled to exercise all of the duties of teacher in any county of this territory upon presenting said certificate to the county superintendent of the county in which said certificate is desired to be used, whose duty it shall be to endorse it, and said certificate shall be in full force and until the next meeting of the county board of education.

TITLE IV.

SCHOOL DIRECTORS.

SEC. 27. For the purpose of organizing a new district, or for the sub-division of, or change in, the boundaries of an old one, except as provided in section twenty-three, at least five heads of families must present a petition to the county superintendent, setting forth the boundaries of the new district asked for, or the change of the boundaries desired, with the reason for the same. The county superintendent shall, after giving notice to parties interested by posting notices, twenty days, in three of the most public places of the districts affected by said change, on the day fixed in said notice, proceed to hear and determine said petition, and make an order fixing said boundaries.

SEC. 28. No new district formed by the sub-division of an old one shall be entitled to any share of the public money belonging to the old district, until a school has actually commenced by such new district; and unless within eight months from the action of the county commissioners, a school is opened, the action making a new district shall be void, and all elections or appointments of directors made in consequence of such action, and all rights and office of the parties so elected or appointed, shall cease and determine; and all taxes which may have been levied in such old district, shall be valid and binding upon the real and personal property of new districts, and shall be collected and paid into the school fund of the district.

SEC. 29. When a new district is formed, by the division of an old one, it shall be entitled to a just share of the school moneys to the credit of the old district, after the payment of all outstanding debts at the time when school was actually commenced in such new district, and the county superintendent shall divide and apportion such remaining moneys, and such as may afterwards be apportioned, to the old district according to the number of school children resident in each district, for which purpose he may order a census to be taken.

SEC. 30. Whenever a district is formed, lying in two adjoining counties, the clerk of the district shall report to each county superintendent the number of children in the district residing in his county. In the same manner the directors and teachers shall make a distinct and separate report of all school statistics, and a teacher's certificate granted by the county superintendent of one county, shall be valid for both.

SEC. 31. No school district shall be entitled to receive any apportionment of county school moneys unless the teachers employed in the schools of such district shall hold legal certificates of fitness for the occupation of teaching, in full force and effect.

SEC. 32. No school districts shall be entitled to receive any apportionment of county school moneys which shall not have maintained public school for at least three months, during the preceding year: *Provided*, That any new district formed by the division of an old one shall be entitled to its just share of school moneys when the time that school was maintained in the old district before division, and in the new one after division, shall be equal to at least three months.

SEC. 33. Districts having less than fifteen scholars between the ages of six and twenty-one years, shall be exempted from the requirements of the preceding section and may, by organizing and reporting to the superintendent according to law, draw their school money, without being required to comply with the provisions of the school law any further than the said organization, necessary report and regular enumeration of children are concerned; and in such district two legal voters shall constitute a quorum to do business: *Provided*, That no warrant shall be drawn on the county treasurer for any money except for the payment of teachers, and if no school be kept in such district during the period of two years, for at least three months, the money so apportioned to the district shall revert to the general school fund of the county.

TITLE V.

SCHOOL DIRECTORS.

SEC. 34. The board of directors of each school district shall have custody of all school property belonging to the district, and shall have power, in the name of the district or in their own names as directors of the district, to convey by deed all the interest of their district in or to any school house or lot directed to be sold by vote of the district, and all conveyances of real estate made to the district, or to the directors thereof, shall be made to the board of directors of the district and to their successors in office; said board in the name of the district shall have power to transact all business necessary for maintaining schools and protecting the rights of the district.

SEC. 35. An annual school meeting for the election of school directors and district clerk shall be held in each district on the first Saturday in November of each year, at the district school house, if there be one and if there be none, at a place to be designated by the board of directors. The directors shall post written or printed notices thereof, specifying the day, time and place of meeting. All elections shall be by ballot, and the directors shall have power to determine the

house in which the ballot box shall be kept open, having given due notice thereof in the posted notices of election. Every inhabitant, male or female, over the age of twenty-one years, who shall have resided in the school district for three months immediately preceding any district meeting, and who shall have paid, or be liable to pay any tax, except poll or road tax in said district, shall be a legal voter at any school meeting, and no other person shall be allowed to vote; and person offering to vote may be challenged by any legally qualified elector of the district, and the chairman of the board of directors shall thereupon administer to the person challenged an oath, in substance as follows: "You do swear (or affirm) that you are a citizen of the United States, or have declared your intention to become such; that you are twenty-one years of age, according to the best of your information and belief; that you have resided in this district ninety days next preceding the election, and that you are a taxable resident of this school district, exclusive of road or poll tax, and that you have not before voted this day." If he shall refuse to take the oath his vote shall be rejected. Any person guilty of illegal voting, shall be punished as provided in the general election law of the territory. The directors shall be the judges and inspectors of the election, and if they are not present at the time of opening the polls, then the electors present may appoint the officers of the election; a poll and tally list shall be kept by the clerk of the board of directors; and with the exceptions mentioned in this section, the elections shall be conducted as far as practicable in the form and manner of the general election. Anyone of the old directors shall have power to administer to any director elect the oath of office, and the clerk of the election shall issue the certificate of election to any director elect, who shall forward it, with the oath attached or endorsed thereon, to the county superintendent of public schools.

SEC. 36. In all organized districts in which elections have been previously held one director shall be elected for the term of three years, and if any vacancies are to be filled, a sufficient number to fill them for the unexpired term; and the ballot shall specify the respective terms for which each director is to be elected. In new districts, acting under directors appointed by the county superintendent; three directors shall be elected for one, two and three years respectively; directors elect shall take office immediately after qualifying and shall hold office until their successors are elected and qualified; any director elect, who shall fail to qualify within ten days after being elected, shall forfeit all right to the office and the county superintendent shall appoint to fill the vacancy until the next annual school meeting.

SEC. 37. Whenever a new district is formed by order of the board of county commissioners, within thirty days thereafter, a special school school meeting may be called by notice of any three legal voters of said district, and such meeting shall be conducted in a manner and form prescribed in this act, for the annual school meeting for the election of directors. Such new district shall be considered organized whenever two of the directors shall have qualified and the record of the district

clerk shall be *prima facie* evidence of the legal organization of the district, and the district shall be designated by number.

SEC. 38. Every board of directors, unless otherwise specially provided by law, shall have power and it shall be their duty:

First—To employ and for sufficient cause dismiss teachers, mechanics and laborers; and to fix, alter, allow and order paid their salaries and compensation.

Second—To enforce the rules and general regulations of the territorial board of education for the government of schools, pupils and teachers, and to enforce the course of studies adopted by the board of education.

Third—To provide and pay for school furniture and apparatus and such other articles, materials and supplies, as may be necessary for the use of the school board.

Fourth—To suspend or expel pupils from school and in cities or towns to exclude from school all pupils under six years of age.

Fifth—To rent, repair and furnish school houses.

Sixth—To build or remove school houses, purchase and sell school lots when the directors are directed by a vote of the district so to do.

Seventh—To purchase real and personal property in the name of the district, and to receive, lease and hold for their district any or all real or personal property.

Eighth—To provide books for indigent children on the written statement of the teacher that the parents of such children are unable to purchase them.

Ninth—To require all pupils to be furnished with such books, as may have been adopted by the territorial board of education, as a condition to membership to the school.

Tenth—To exclude from school and from school libraries, all books, papers, tracts, or catechisms of an infidel, sectarian or partisan character.

SEC. 39. Any board of directors shall be liable as directors in the name of the district for any judgment against the district for any salary due any teacher and for any debts legally due, contracted under the provisions of this act, and they shall pay such judgment or liability out of the school funds only, to the credit of the district.

SEC. 40. Any board of directors shall have power to make arrangements with the directors of an adjoining district for the attendance of such children in the school of either district as may be best accommodated therein, and to transfer the school money due by apportionment to such children to the district in which they may attend school.

TITLE VI

SCHOOL CLERKS.

SEC. 41. It shall be the duty of the district clerk to record all proceedings of the annual meetings, or special school meetings, and to keep accurate and detailed accounts of all receipts and expenditures of school money. At each annual school meeting the district clerk must present his record book for public inspection, and shall make a statement of the financial condition of the district, and of the action of the directors; and such record must always be open for public inspection.

SEC. 42. It shall be the duty of the district clerk to take, annually, between the tenth and thirtieth of June of each year, an exact census of all children and youth between the ages of six and twenty-one years of age, residing in the district, and shall specify the number and sex of such children, and the names of their parents or guardians, He shall state, specifically and separately, a census of all children under four years of age, and shall specify the number and sex of such children; but all children who may be absent from home, attending boarding school or any public or private schools or seminaries of learning, shall not be included by the school district clerk in the census list of the city, town, or district where they may be attending such private institutions of learning. He shall make a full report thereof, on blanks furnished for that purpose, under oath, to the county superintendent, on or before the first day of July thereafter, and deliver a copy to the school directors.

SEC. 43. The clerk of each district shall provide all school supplies authorized by this act, and shall keep the school house in repair and shall keep an accurate record of all expenses incurred by him on account of the school, which account shall be audited by a majority of the board of directors and paid out of the district school fund.

SEC. 44. It shall be the duty of every district clerk to report to the county superintendent, at the beginning of each term, the name of the teacher and the proposed length of the term, and supply the teacher with a school register.

TITLE VII.

DISTRICT MEETINGS.

SEC. 45. District school meetings, annual or special, shall be held at such time as may be designated in the notice therefor, and in all districts the polls shall be kept open at least two hours; *Provided*, That

the polls shall in no case be opened before 9 o'clock A. M., nor be kept open later than 8 o'clock P. M.

TITLE VIII

TEACHERS.

SEC. 46. Every teacher employed in any public school shall make a report to the county superintendent, at the close of any school, in the form and manner and on the blanks prescribed by the board of education. A duplicate of said report shall be furnished to the district clerk. Any teacher who shall end any school term before the close of the school year, shall make a report to the county superintendent immediately after the close of such term; and any teacher who may be teaching any school at the close of the school year shall, in his or her annual report, include all statistics from the school register for the entire school year, notwithstanding any previous report for a part of the year. No board of directors shall draw any order or warrant, for the salary of any teacher for the last month of his or her service, until the reports herein required shall have been made and received.

SEC. 47. Every teacher shall keep a school register, in the manner provided therefor, and no board of directors shall draw any warrant for the salary of any teacher for the last month of his or her services in school, at the end of any term or year, until they shall have received a certificate from the district clerk that the said register has been properly kept, the summaries made and statistics entered, or until, by personal examination, they shall have satisfied themselves that it has been done. Teachers shall faithfully enforce in school the course of study and regulations prescribed by law, and if any teacher shall willfully refuse or neglect to comply with such regulations, then the board of directors shall be authorized to withhold any warrant for salary due, until such teacher shall comply therewith. No teacher shall be entitled to draw for salary on school moneys unless such teacher shall be employed by a majority of the directors, nor unless the holder of a legal teacher's certificate or permit in full force and effect.

SEC. 48. In every contract, whether written or verbal, between any teacher and board of directors, a school month shall be construed to be twenty school days, or four weeks of five days each, and no teacher shall be required to teach school on Saturdays, the first day of January, Christmas day, the fourth of July, or any other legal holiday, and no deduction from the teacher's time or salary shall be made by reason of the fact that a school day happens to be one of the days referred to in this section as a day on which school shall not be taught.

SEC. 49. Every teacher shall have power to hold every pupil to a strict accountability in school for any disorderly conduct on the way to or from school, or on the grounds of the school, or during intermission or recess; to suspend from school any pupil for good cause: *Provided*,

That such suspension shall be reported to the directors as soon as practicable, and their decision shall be final.

SEC. 50. It shall be the duty of all teachers to endeavor to impress on the minds of their pupils the principles of morality, truth, justice and patriotism; to teach them to avoid idleness, profanity, and falsehood, and to instruct them in the principles of free government, and to train them up to a true comprehension of the rights, duties and dignity of American citizenship.

TITLE IX.

SCHOOLS.

SEC. 51. Every school, not otherwise provided for by special law, shall be open for the admission of all between the age of six and twenty-one years residing in that school district and the board of directors shall have power to admit adults and children not residing in the district.

SEC. 52. All schools shall be taught in the English language, and instruction shall be given in the following branches, viz: Reading, writing, orthography, arithmetic, geography, English grammar, physiology and history of the United States. Attention shall be given during the entire course to the cultivation of manners, morals, to the laws of health, physical exercise, ventilation and temperature of the school room.

SEC. 53. No books, tracts, papers, catechisms or other publications of a partisan, or denominational character shall be used or distributed in any school; neither shall any political, sectarian, denominational or infidel doctrine be taught therein; and any teacher who shall violate these provisions shall forfeit his permit or certificate for the period of one year.

SEC. 54. The school days shall be six hours in length, exclusive of any intermission at noon, but any board of directors may fix as the school day a less number of hours than six: *Provided*, That it be not less than four for any primary school under their charge, and any teacher may dismiss any or all scholars under eight years of age, after an attendance of four hours a day, exclusive of an intermission at noon. No teacher or scholar shall be permitted to attend school from any house in which small-pox, varioloid, scarlet fever, diphtheria, or any other contagions or loathsome disease is prevalent. No teacher or scholar shall be permitted to return to school from any house where the above mentioned diseases or any of them have prevailed until three weeks shall have elapsed from the beginning of convalescence of the patient. In case several individuals have been affected with such disease within the same house, the period of time must be reckoned from the beginning of convalescence of the last case.

SEC. 55. All pupils, who may attend public schools, shall comply with the regulations established in pursuance of the law for the government of such schools, shall pursue the required course of study, and

shall submit to the authority of the teachers of such schools. Continued and willful disobedience and open defiance of authority of the teachers shall constitute good cause for expulsion from school. Any person who shall in any way cut, deface or otherwise injure any school house, furniture, fence or out building thereof shall be liable to suspension and punishment, and the parents or guardian of such pupil shall be liable for damage on complaint of the teacher or any director.

SEC. 56. The school year shall begin on the first day of July and end on the last day of June.

TITLE X.

SUPPORT OF SCHOOLS.

SEC. 57. The principal of all moneys accruing to the Territory from the sale of any lands, which have been, or which may hereafter be given by congress of the United States for school purposes, shall constitute an irreducible fund, the interest accruing from which shall be annually divided among all the school districts of the territory, proportionately to the number of children in each between the ages of six and twenty-one years for the support of *common schools* and for no other purpose whatever.

SEC. 58. For the purpose of establishing and maintaining public schools, it shall be the duty of the county commissioners of each county to levy an annual tax, not less than two and not more than six mills on the dollar, on all taxable property within their respective counties, as shown by the assessment roll made by the county assessor for the same year, and to include the same in their warrant to the collector, and the said collector shall proceed to collect said tax in the same manner as the other taxes are collected, and the said money so collected shall be paid over to the county treasurer, to be drawn in the manner prescribed in this act. For the support of the common schools there shall be set apart by the county treasurer, all moneys paid into the county treasury, arising from fines for a breach of any law regulating license for the sale of intoxicating liquors, or for keeping of bowling alleys, or billiard saloons or of any penal laws of the territory.

SEC. 59. It shall be the duty of the auditors of the several counties of the territory to make a report to the county superintendent of common schools within the counties, the first Monday in July of each year, of the school tax levied, and the assessed valuation of their counties for that year, and it shall be the duty of the clerk of the district court at the close of every term thereof, to report to the county superintendent of the county in which said term shall have been holden, whether or not any fines, and if any, what, with the date of which the same were paid to the county treasurer, and all officers mentioned in this act, who shall fail or neglect to perform any of the duties required by this act, shall be deemed guilty of a misdemeanor, and upon conviction before any court having competent jurisdiction, shall be fined in any sum not less than

twenty dollars and not more than one hundred dollars for each neglect and such fine shall be paid into the county treasury for the benefit of common schools in said county.

TITLE XI.

UNION OR GRADED SCHOOLS.

SEC. 60. Whenever the inhabitants of two or more school districts may wish to unite for the purpose of establishing a graded school, the clerks of said districts shall, upon a written application of five voters of their respective districts, call a meeting of the voters of such districts at some convenient place by posting up written notices in like manner as provided for calling district meetings, and if a majority of the voters of each of such districts shall vote to unite for the purpose herein stated, they shall at that meeting, or at any adjourned meeting, elect three directors and a clerk for such a union district. Single districts containing two hundred or more children, entitled to draw public money, may, in like manner, organize a graded school district.

SEC. 61. The board of directors provided for in the preceding section shall, in all matters relating to graded schools, possess all the power, discharge all the duties and be governed by the laws herein provided for district directors, and they shall be elected in the same manner as provided in a preceding section.

SEC. 62. The union district thus formed shall be entitled to an equitable share of the school fund, to be drawn from the county treasury in proportion to the number of children attending such graded schools for each district.

TITLE XII.

GRADED SCHOOLS IN INCORPORATED CITIES OR TOWNS.

SEC. 63. That each incorporated city or town in this territory shall be comprised in one school district and under one board of school directors, and in all such cities or towns, where the enumeration of school children entitled to draw school money is three hundred or more, the directors shall be required to adopt the graded system of teaching in their schools: *Provided*, That nothing in this section shall be so construed as to prevent the extension of such city or town districts a reasonable distance outside the limits of such incorporated city or town: *And, Provided further*, That the schools of such cities and towns may be graded in such manner as the directors thereof may deem best suited to the wants of such districts. But no other language than the English, Latin and mathematics higher than algebra, shall be taught in such graded schools.

SEC. 64. The directors of incorporated city or town districts may, in their discretion, elect one city or town school superintendent in each district, who may be a teacher of the district, and who shall have the control or management of all the schools in his district, subject to the concurrence of the board of directors.

SEC. 65. It shall be the duty of the city or town superintendent to visit all the common schools in his district as often as twice in every month during school terms, and to see that all requirements of the school law and the board of directors are enforced.

SEC. 66. The directors of any school district, composed of any incorporated city or town, shall, when in their opinion it is necessary, levy a special tax of not exceeding ten mills in any one year, for the purpose of building school houses or purchasing school sites, which tax shall be levied and collected as provided in the general school law; *Provided* That no special school tax shall be levied or assessed in any district until the same shall have been submitted to the qualified voters of such districts as required by law, and a majority of the votes cast shall be in favor of such tax.

SEC. 67. The directors of such district may also have power to levy a special tax of not exceeding five mills in any one year for tuition purposes in their district as provided by law: *Provided*, That such tax shall be levied in accordance with the provisions of section 66 of this title.

SEC. 68. When two or more school districts in any town or city are united by the provision of this act, all the directors of the district so united shall act as directors of the said new district, and shall have all the powers and authority conferred by the laws of this territory upon school directors, and they may designate the person to act as clerk of said district until the next annual school meeting in said district, at which time there shall be three directors and one clerk elected for said district, in the manner provided by law, who shall hold their respective offices as provided for officers of new districts.

SEC. 69. Districts thus formed shall be entitled to their full share of public school fund moneys, to be drawn from the county treasury in proportion to the school enumeration of such districts.

SEC. 70. Directors failing to organize their districts as herein provided, within one hundred and twenty days after the passage of this act, shall be deemed guilty of a misdemeanor and fined in a sum not exceeding five hundred dollars, provided they are supplied with sufficient money to organize the same.

TITLE XIII.

SCHOOL OFFICERS.

SEC. 71. When any school officer or teacher is superseded by election or otherwise, he shall immediately deliver to his successor in office, all

books, papers and moneys pertaining to his office, and every such officer who shall refuse to do so, or who shall willfully mutilate or destroy any such books or papers, or any part thereof, or who shall misapply any moneys entrusted to him, by virtue of his office, shall be deemed guilty of a misdemeanor and shall be punished by a fine in the discretion of the court, not to exceed one hundred dollars.

SEC. 72. Every person elected or appointed to any office mentioned in this act, shall, before entering upon the discharge of the duties thereof, take an oath to support the constitution of the United States, the organic act of the territory, and to promote the interests of education, and faithfully discharge the duties of his office according to the best of his ability. In case any officer has a written appointment or commission, his oath shall be endorsed thereon, and sworn to before any officer authorized to administer oaths. School officers are hereby authorized to administer all oaths appertaining to their respective offices, without charge or fee.

SEC. 73. No school director or other school officer shall be directly or indirectly interested in any contract that may be made by a board of which he is a member. Any contract, made in violation of this provision, shall be null and void.

SEC. 74. All fines and penalties not otherwise provided for in this act, shall be collected by an action in any court of competent jurisdiction, and shall be paid into the school fund immediately after collection.

SEC. 75. Any parent, guardian or other person, who shall upbraid, insult or abuse any teacher in the presence of the school shall be deemed guilty of a misdemeanor, and liable to a fine of not less than ten dollars nor more than one hundred dollars.

SEC. 76. Any person who shall willfully disturb any public school or any public school meeting, shall be guilty of a misdemeanor and liable to a fine of not less than ten dollars nor more than one hundred dollars.

SEC. 77. In case any district clerk shall fail to take the census provided for in this act at the proper time, and if, through such neglect, the district shall fail to receive its apportionment of school moneys, said district clerk shall be individually liable to the district for the full amount so lost, and it may be recovered in a suit brought by any citizen of such district in the name of, and for the benefit of such district.

SEC. 78. All cases of disputes, in relation to school matters, not properly belonging to courts of justice, may be referred first to the county school superintendent, and appealed to the territorial superintendent, whose decision shall be final.

TITLE XIV.

TEACHERS' INSTITUTES.

SEC. 79. Each superintendent of the common schools of any county in this territory, containing five hundred census children, shall

hold once a year, a county institute, of not less than three days, at which instruction shall be given in the best method of teaching the branches required by law to be taught in the public schools, and the county commissioners may appropriate for the expenses of the institute, a sum not exceeding one hundred dollars annually; counties having less than five hundred census children may, at the option of the county superintendent, unite with any neighboring county for the purpose of holding an institute. All teachers in the county, where the institute is held, shall be required to attend such institute during its full time; but a strict record shall be kept of the attendance, absence or tardiness at each day's session of the institute, and the county superintendent shall, at the close of the institute, transmit the record of any teacher to the clerk of the district where said teacher may be at the time employed; and said teacher so absenting himself shall forfeit one dollar for each day's absence.

TITLE XV.

SPECIAL TAXES.

SEC. 80. The board of directors of any district may, when in their judgment it is advisable, submit to the qualified school electors of the district, the question whether a tax shall be raised to furnish additional school facilities for said district, or for building one or more school houses, or for removing, or building additions to one already built, or for the purchase of globes, maps, charts, books of reference and other appliances or apparatus for teaching, or for any or all of these purposes. Such election shall be called by posting notices in three public places in the district, for at least twenty days. Said notice shall contain the time of and place of holding the election, the amount of money proposed to be raised, and the purpose or purposes for which it is intended to be used. The directors shall act as judges to conduct the election, and it shall be, in all other respects, as nearly as practicable, in conformity with the general election law. At such elections the ballots shall contain the words "tax, yes" or "tax no." If the majority of votes cast are "tax, yes," the officers of the election shall certify the fact to the district clerk, who shall at once proceed to copy from the assessment roll of the lists of property liable to taxation, situated in, or owned by residents of the district, and shall deliver the same to the board of directors, who may allow him a reasonable compensation therefor, out of the proceeds of said tax; said compensation not to be more than four dollars per day: *Provided*, That in all districts, including incorporated towns and cities, the district clerk shall copy the list of property within the corporate limits from the town or city assessment roll, and the property within the district, but outside the corporate limits, from the county assessment roll: *Provided*, That in the above mentioned district including incorporated towns or cities, the directors shall certify the same to the district clerk, who shall extend the same on the

roll prepared by him, and the rate ascertained shall be and is hereby levied and assessed to, on or against the persons or property named or described in said roll, and it shall be a lien on all such property until the tax is paid. The clerk shall publish for three successive weeks in some newspaper published in said district, or if there be none, then in some newspaper published nearest thereto, a notice that said special tax roll is now in his hands and that the taxes are due thereon and the said taxes if not paid within sixty days from and after the first day of publication of such notice, shall be declared delinquent and shall be recovered by suit in the same manner and with the same costs as other delinquent taxes in said town or city. The district clerk shall follow the same procedure in the collection of taxes, advertising, sale, and deeding of property sold for delinquent taxes as that prescribed for similar duties in the delinquent taxes of said county and shall be allowed the same fees therefor. The directors shall, upon receiving the roll deduct ten per centum therefrom for anticipated delinquencies, and dividing the sum voted together with the estimated cost of assessing and collecting added thereto, by the remainder of the roll, ascertain the rate per cent required, and the rate so ascertained (using the full per cent. on each one hundred dollars instead of the fraction) shall be, and is hereby levied and assessed, to, on or against the persons or property named or described in said roll, and it shall be a lien on all such property until the tax is paid, and the said tax, if not paid within the time limited by the next section for its payment, shall be recovered by suit in the same manner, and with the same costs, as delinquent territorial and county taxes: *Provided, further*, That not more than two meetings shall be held in any one year under the provisions of this section.

SEC. 81. As soon as the rate of taxation has been determined, as provided in the last preceding section, the directors shall certify the same to the county auditor, who shall extend the same upon the general assessment roll of the county and certify the same to the county treasurer who shall proceed to collect the tax in the same manner and at the same time and with the same power and authority to enforce payment of the same as in the case of county and territorial taxes. The county treasurer shall place any tax so collected to the credit of the district to which it belongs, and shall receive as compensation for collecting the same such sum not more than two per cent. of the tax collected, as may be allowed by the county commissioners; such compensation to be paid from the amount of said district tax, so collected: *Provided*, That such commission shall not be paid when a county treasurer receives a salary in lieu of commissions.

SEC. 82. All school moneys apportioned by county superintendents of common schools shall be apportioned to the several districts in proportion to the number of school children between four and twenty-one years of age, as shown by the returns of the district clerk for the preceding year: *Provided*, That Indian children, who are not living under the guardianship of white persons or American citizens, shall not be included in the apportionment list, excepting those whose parents have severed their tribal relations or own real estate in the district subject to taxation.

TITLE XVI.

COUNTY TREASURER.

SEC. 83. It shall be the duty of the county treasurer of each county, first to receive and hold all school moneys, as a special deposit, and to keep a separate account of their disbursements to the school districts, which shall be entitled to receive them according to the apportionment of the county superintendent of common schools. Second, To notify the county superintendent of common schools of the amount of county school fund in the county treasury whenever required, and to inform said superintendent of the amount of school money belonging to any other fund subject to apportionment. Third, To pay the amount of county school tax levied and such other moneys paid into the school fund on the warrants of directors whenever such warrants are countersigned by the district clerk and properly endorsed by the holders. Fourth, To make, annually, on the first of August of each year, a financial report, for the last preceding school and fiscal year ending with June 30th, to the county superintendent of common schools in such form as may be required by law.

TITLE XVII.

MISCELLANEOUS.

SEC. 84. Whenever the word he or his occurs in this act referring to either superintendents, directors or teachers, it shall be understood to mean also she or her.

SEC. 85. Any series of text books adopted by the board of education shall remain in use not less than five years.

SEC. 86. Any teacher who shall maltreat or abuse any pupil by administering any undue or severe punishment, shall be deemed guilty of a misdemeanor, and upon conviction thereof, before any court of competent jurisdiction, shall be fined in any sum not exceeding one hundred dollars.

SEC. 87. All applicants for certificates shall be examined in reading, writing, orthography, arithmetic, geography, English grammar, physiology, history of the United States, school law of the territory and theory and practice of teaching.

SEC. 88. All school districts in the territory shall maintain schools during at least three months in each school year. All graded school districts not in incorporated towns and cities shall maintain school at least six months, and all graded districts in incorporated towns and cities shall maintain school at least six months, and no district which has been organized more than one year shall receive any portion of the school fund which has not during the school year, next preceding, complied with the provisions of this section.

SEC. 89. All guardians and other persons in this territory having, or who may hereafter have, the immediate custody of any child or children between the ages of eight and eighteen years, shall send the same to school at least three months in each year, said child or children may remain under their supervision: *Provided*, That if the person having the custody of said child shall not be able to pay for its education as provided in this section, and shall satisfy the directors of that fact, such child shall be admitted free of cost.

SEC. 90. All time lost to any child in consequence of a school not being taught the required length of time, or from any other good reason, shall be made up the ensuing year, or so soon as such disability is removed and a school is taught a sufficient time in their district to allow of such amend.

SEC. 91. In all cases where any person having the custody of any child shall fail to send said child to school the required length of time, provided that an opportunity has offered, and no good reason can be shown for the failure, then said person shall pay to the district clerk of his school district, on the presentation of a warrant from the school directors, the sum of one hundred dollars, to be incorporated into the school fund and used for school purposes in said district; but the county commissioners shall have power to remit fines arising by virtue of this act, when in their opinion justice demands a remission.

SEC. 92. It shall be the duty of the directors of schools to examine the school schedules and make out and present to the clerk of the district, on or soon after the first day of November of each year, warrants for all money forfeited under this act for the year ending on the day above mentioned, and the time for collection specified in said warrants shall not extend beyond the first day of January of the succeeding year.

SEC. 93. Clerks of school districts shall have the same power to collect percentage for collecting money accruing under this act, that they already have for collecting other school money; and they shall report to the probate judge before the first day of December of each year the name and residence of every orphan child that failed to attend school, as herein required; and the probate judge shall have power to remove such child and place it in the care of some other person who will be likely to comply with the requirements of this act.

SEC. 94. It shall be the duty of the territorial superintendent to prepare a list of questions, which shall be selected from among the questions prepared by the territorial board of education during the last five years, which list shall be sent to the county superintendent on or before the second Monday in January to be used by them at their regular February examination.

SEC. 95. All acts and parts of acts, upon any subject matter contained in this act, shall be and the same are hereby repealed.

SEC. 96. This act shall be in force from and after its passage and approval.

Approved November 28, 1883.

RULES AND REGULATIONS.

RULES AND REGULATIONS.

FOR THE GOVERNMENT OF SCHOOLS AND TEACHERS, ADOPTED BY THE BOARD OF EDUCATION.

A TEACHER'S DUTY.

To the School Authorities.

1. To understand and enforce the rules and regulations of the board of education.

2. To carry out faithfully the instructions of the superintendent and the principal of the school.

3. To keep your school records, use your blanks, and render your school reports exactly according to instructions.

To School Property.

4. To make your school room a pleasant and attractive place for children; ornamenting it, when possible, with pictures.

5. To take good care of all the books, maps, charts, blanks, keys, and other school property entrusted to your care.

6. To inspect daily the stove, desks and other school property, and instantly report to the principal or teacher whenever any damage is done.

To Pupils.

7. To know that the best school teaching is always associated with the best government, and that good school government consists in having each pupil attend quietly and faithfully to his own business, at his own desk, which is his place of business.

8. To know that a pupil's true education is a growth consequent upon the proper exercise of his faculties.

9. To make yourself acquainted with the home influences affecting your pupils.

10. To make yourself acquainted with the moral, intellectual and physical natures of your pupils, and to teach every one according to his nature.

11. To inspire your pupils with enthusiasm in the pursuit of knowledge, and to implant in them aspirations for all attainable excellence

12. To keep your pupils busy with school work, and to work your classes upon the prescribed course of your study.

13. To attend to the proper position of pupils when sitting, standing or moving in the school room.

14. To teach your pupils how to study.

15. To talk in a natural tone of voice.

16. To commend pupils for earnest work.

17. Teach the virtues of industry, order, system, promptness, punctuality and attention to business, and the value of time and its improvement.

18. To teach the ways of getting knowledge, and the reasons for and value of good school order.

19. To remember that children are children, and need assistance in many ways, but that the most valuable work for a pupil is that which he does for himself.

20. To know that mistakes, blunders, neglect or carelessness on your part, are disastrous to pupils, and are most difficult to remedy.

21. To be ever thoughtful of the pupils' future, and to make all school work and discipline such as will be of lasting service to them.

22. To keep pupils happy, and to remember that what a pupil grows to be is of more importance than what he lives to know.

To Yourself.

23. To use every effort to improve yourself in the science and art of governing and teaching a school.

24. To exercise a watchful care over every word and act; teaching by example as well as by precept.

25. To be systematic and methodical in all your work.

26. To keep such private record of your own work that at any time you may be able to give the important facts in connection with any year of your school service.

27. To be very cautious, careful and circumspect in everything you say and do in the presence of your pupils.

To the School.

28. To have a carefully prepared programme for daily exercises, and to follow it closely in your work.

29. To talk little, and in a natural tone of voice, but do much in school.

30. To rely upon your own tact, skill, energy and devotion to your work.

31. To be at your post in time, or never to be tardy.

32. To give your undivided attention to school duties, never reading books, making out school reports, nor writing letters during school hours.

33. To keep neat files of all reports, records, circulars, letters and business papers.

34. To speak the English language in its purity.

35. To feel an honest pride in your school, and a determination to have it take high rank among schools.

To Parents.

36. To avoid wounding the feelings of any parent by word or manner.

37. To endeavor to secure the confidence and co-operation of parents in your efforts to benefit their children.

38. To know that a dispassionate conversation with a parent will almost invariably convince him that you are pursuing a correct course with his child.

39. To keep parents fully informed of the doings and progress of their children.

To Other Teachers.

40. To aid and encourage fellow-teachers by a friendly appreciation of their work and efforts.

A PUPIL'S DUTY:

To the School.

1. To observe and obey the rules and regulations of the school.
2. To be prompt and regular in attendance at school.
3. To do your full part in making your school the best possible.

In the School House.

4. To attend quietly to your own business, at your own desk, during school hours.

5. To avoid disturbing teachers and schoolmates by unnecessary noise, such as dropping books or pencils, or moving feet upon the floor in changing position.

6. To avoid wasting your time, or that of your schoolmates, by whispering or otherwise taking their attention from their school duties.

7. To recite lessons promptly, and in a full, natural tone of voice, pronouncing every word very distinctly.

8. To do all slate, chart, paper and blackboard work with the greatest rapidity, consistent with neatness and accuracy.

Outside the School House.

9. To go to and from school in such a manner as not to disturb any one.

10. To go home directly at the close of school, and not come to the school house before the proper time.

11. To move quietly about the school house and make no unnecessary noise in its neighborhood.

To Teachers.

12. To be obedient and respectful to parents and teachers.
13. To render teachers proper excuses for any absence or tardiness.
14. To obey promptly and cheerfully all signals of teachers.

To Property.

15. Never to cut, mar, mark or injure desks, walls, fences, or any school property whatever.

16. To keep books and slates covered, to keep your school desk and its contents in good order, and the floor about your desk neat and clean.

To Yourself.

To be always neat and tidy in dress and person.

18. To do the very best you can in all school or other work you may have to do.

19. To be mindful of the rights and feelings of others, and to be kind and polite to all.

General Duties.

20. To remember that energy and patient industry, enthusiasm and earnestness are the surest reliance for success in student life as well as in business or professional life.

21. To remember that there is a time for work, for play and for study, and that the school room is the place for study.

22. To feel and understand the great value of time, and learn ways of improving it.

23. To let no day pass without adding something to your store of knowledge.

24. To be truthful and use good language on all occasions.

REGULATIONS OF THE UNION OR GRADED SCHOOLS.

SECTION 1. The union or graded schools shall be classified as Primary, Intermediate, Grammar and High.

SEC. 2. The Primary school shall comprise three classes—sixth, fifth and fourth; the Intermediate, three—third, second and first; the Grammar, two—B and A; and the High, two—junior and senior.

SEC. 3. The school year shall begin on the first Monday in September and continue forty consecutive weeks exclusive of a vacation of two weeks during the Christmas holidays, and of one week beginning on the first Monday in April. The following holidays shall be granted the schools, viz: Every Saturday and Sunday, Fourth of July and days of thanksgiving or fasting designated by territorial or national authority.

SEC. 4. The daily session of all the schools shall begin at 9 o'clock A. M., and close at 2:30 P. M. in the Primary; at 4 P. M. in the Intermediate; at 3 P. M. in the Grammar and High. There shall be recesses as follows: One of fifteen minutes in all the schools at 10:30 A. M.; one of one hour in all the schools at 12 M., and one of fifteen minutes in the Intermediate school at 2:30 P. M.

DUTIES OF TEACHERS.

SEC. 5. All teachers are required to make themselves familiar with the rules that relate to their school duties.

SEC. 6. Teachers shall punctually keep the hours for the opening and dismissing school, and, during session hours, shall devote themselves exclusively to school duties. One teacher in each building shall remain upon the school premises during the noon recess.

SEC. 7. Principals shall open their school buildings at 8:30 o'clock A. M., and all teachers shall be in their class rooms at 8:40 A. M. The bell shall be rung for the assembling of pupils at five minutes before 9 A. M. and 1 P. M.

SEC. 8. Each teacher shall keep a register of all pupils attending his department, including names, ages, number of days absent, times tardy and times dismissed; also any other record that may be required by Territorial or county school officers.

SEC. 9. Teachers are required to maintain strict order and discipline in their schools at all times. Any neglect of this requirement will be considered good cause for dismissal. Corporal punishment may be resorted to when other means fail to secure obedience. No cruel or unusual punishment will be allowed; and no teacher shall administer any punishment on or about the head of any pupil. Teachers have the right to suspend from schools any pupil for good cause: *Provided*, That such suspension shall be reported to the board, whose decision shall be final.

SEC. 10. Teachers shall hold pupils to a strict accountability for any disorderly conduct on their way to or from school, or on the playgrounds. They shall endeavor to prevent them from gathering around the school premises before the time for opening the school buildings, and shall require them to go home immediately after dismissal.

SEC. 11. Teachers shall give vigilant attention to the temperature of their rooms. At each recess they shall open doors and windows so as to secure an effectual change of air.

SEC. 12. Each teacher shall prepare and post in his room a programme of daily exercises, specifying the length of time devoted to each recitation.

SEC. 13. No teacher shall absent himself from school during school hours without leave from the Board, or during intervals between the regular meetings of the Board without the permission of the chairman.

SEC. 14. The teacher may, for the purpose of observing modes of discipline and instruction, take one day in each term to visit any of the public schools, but due notice shall be given the Board as in section thirteen.

SEC. 15. All teachers shall meet for professional improvement on the first Friday of every school month; at 3 o'clock P. M., and hold a session of two hours. The meeting will be known as the Monthly Institute and will have power to elect its own officers and determine its own programme. Teachers may dismiss school on the above day at 2:30 P. M.

SEC. 16. Any teacher wishing to resign shall give two weeks' written notice to the chairman of the Board.

SEC. 17. It shall be the duty of all teachers to impress upon the minds of their pupils the principals of morality, truth, justice and patriotism; to teach them to avoid idleness, profanity and falsehood; to instruct them in the principles of a free government, and to train them up to a true comprehension of the rights, duties and dignity of American citizenship.

DUTIES OF PUPILS.

SEC. 18. All pupils who may attend the public schools shall comply with the regulations established in pursuance of law for the government of such schools, shall pursue the required course of study, and shall submit to the authority of the teachers. Willful disobedience, habitual truancy, habitual vulgarity or profanity, the use of tobacco on or around the school premises, stealing, or the carrying of deadly or dangerous weapons, shall constitute good cause for suspension or expulsion from school.

SEC. 19. Any pupil, who shall in any way cut, deface or otherwise injure any school house, furniture, fence or outbuildings thereof, or shall write any profane or obscene pictures or characters on any public school premises, shall be liable to expulsion or other punishment; and parents or guardians of such pupil shall be liable for damages on complaint of the teacher or any director.

SEC. 20. Pupils shall be present in their class rooms at 9 o'clock A. M., and no pupil shall be allowed to leave the school premises during the session except by special permission of his teacher.

SEC. 21. Pupils shall, during hours of study and recitation, devote themselves exclusively to the work assigned them; shall abstain from all forms of communication, and shall yield a cheerful obedience to their teachers in all things.

SEC. 22. Pupils detained from school must bring a written excuse from their parents or guardians on their return, stating reasons for their non-attendance. A written or personal excuse from the parent or guardian may be required in cases of tardiness or dismissal before the close of the school.

SEC. 23. Whenever a pupil is absent two successive days the teacher shall notify the parents or guardian immediately, unless satisfactory information of the cause of the absence is obtained.

SEC. 24. No pupil shall be absent a part of the day for the purpose of receiving instruction elsewhere.

SEC. 25. Any pupil whose attendance for the month shall fall below seventy-five per cent., except in case of actual sickness, shall be liable to forfeit his seat.

SEC. 26. Pupils shall give due attention to personal neatness and cleanliness, and any who fail in this respect may be sent home to be properly prepared for school.

SEC. 27. No pupil shall be allowed to attend school from any house in which small pox, varioloid, diphtheria, scarlet fever, measles or whooping cough is prevalent. No pupil shall be permitted to return to school from any house where any of the above mentioned diseases have

prevailed until three weeks shall have elapsed from the beginning of convalescence of any or all the patients.

SEC. 28. Pupils on entering school shall be furnished with a list of books and other articles required in the course of study, and the neglect or refusal of parents to supply the required books within one week shall constitute cause for forfeiture of seat. Whenever teachers are satisfied that parents are too poor to furnish books they shall make out a list on the proper blanks, which shall be signed by the parents and sent to the Board, who shall provide the books. All books so supplied shall be numbered and labelled as library books, and shall be collected by the teacher at the end of each term and placed in the school library to be used as occasion may require in supplying indigent pupils.

SEC. 29. Pupils shall be required to attend school within the prescribed school limits: *Provided*, That whenever such school is full, pupils may be admitted elsewhere by the Board, also, whenever a pupil changes his residence into the limits of another school during the last half year of any term, he may complete his unfinished term in either school.

SEC. 30. No pupil shall be received from one public school into another (promotion excepted) without a transfer certificate of honorable dismission, stating name, age, grade, scholarship, deportment and cause of transfer.

SEC. 31. All pupils suspended from school by virtue of any of the foregoing rules can be restored only on such conditions as the Board of Directors may determine.

SEC. 32. Teachers shall read to their pupils the rules which govern them, on the first school day of every month.

BOARD OF EXAMINATION.

SEC. 33. The Board of Examination shall consist of three persons chosen by the Board of Directors from among the teachers of the public schools.

SEC. 34. It shall be the duty of the Board of Examiners to prepare questions and devise ways and means for conducting examinations for promotion.

EXAMINATION AND PROMOTION.

SEC. 35. There shall be an examination for promotion at the end of each school year.

SEC. 36. The chairman of the Board of Examination shall have the power to promote deserving pupils at the beginning of any school month during the first half of the school year.

SEC. 37. Pupils may be sent into the grade next below the one to which they belong whenever their school membership for any month falls below the standard fixed for admission to the grade; but such pupils may be admitted to regain their lost position within one month, if their scholarship warrants it.

COURSE OF STUDY

FOR THE UNGRADED SCHOOLS OF WASHINGTON TERRITORY ADOPTED BY THE BOARD OF EDUCATION.

PRIMER AND FIRST READER COURSE.

Reading: Teach words, then letters, then the sounds of letters. Give words no faster than they can be mastered. Review previous lessons. Beginners should have four short recitations daily. Encourage children to tell what they have been reading.

Spelling: A few words selected from the reading lesson plainly written on the board for children to copy upon slates or paper, which should be carefully ruled. Slates examined at next recitation and pupils read the words from board and slates, before a new lesson is given. Nothing is said about letters at this stage. Teacher devise plans to awaken interest, to cultivate observation and expression in reading and spelling.

Writing: Keep capitals and small letters on board for children to observe and copy.

Drawing: Simple combinations with straight lines. Lead children to invent patterns using strips of card board, pencils, etc., then drawn on slates or paper.

Number: Teach numbers counting to 25, using beans, sticks, marks, etc.

Addition and substraction tables, using objects, up to 5's.

Teach addition, substraction, multiplication and division, using twenty-five beans, pebbles, marks, etc. Use numeral frame. Cultivate taste in making figures.

Construct simple tables with numbers not to exceed ten.

Give simple mental questions, in addition and substraction with numbers not to exceed ten.

Place: Preparatory to Geography, points of compass learned.

Objects placed upon the table and children led to describe position, as—The bell is on the east side of the table; the book is on the south-east corner of the table, etc., until the cardinal and semi-cardinal points are familiar.

Study the geography of the schoolroom, school yard and neighborhood.

Lead the pupils to draw a picture of the top of the table and locate objects thereon; draw a map of the schoolroom floor and locate objects. then the school yard. The drawings should be made on slates or paper, then transferred to the board so that children may have an intelligent idea of a map and understand why we say top of the map, north, etc. Class gradually led to the study of the county map.

SECOND READER COURSE.

Reading: Short lessons, word method, cultivate a natural manner of speaking. Teach names and use of common marks of punctuation.

Articulation to be distinct. Require pupils to tell in their own language what they have been reading about.

After each recitation have the pupils write their lessons on their slates. At first portions should be written on the board by the teacher to be copied by the children.

Spelling: Words from the reading lesson and names of common objects both oral and written.

Writing: Long pencils, ruled slates, or paper. Small and capital letters to be copied from charts or board; simple words copied from board.

Drawing: Simple combinations with straight lines continued. Use early drawing cards if practicable.

Number: Counting, reading and writing numbers up to 100. Addition and substraction tables through the 10's, and the multiplication tables through the 5's using the numeral frame or subjects or marks. Practical examples in addition and substraction. Numbers not to exceed twenty. Count by 2's, 5's and 10's to 100. Continue addition, substraction, multiplication and division, using 25 beans, or pebbles and marks. Simple tables constructed. Teach the use of terms plus and minus. Examples put on board for class to perform Roman numerals to XX.

Geography: Continue map of school room, the grounds, neighboring roads and streets. Study of county map.

Teach names of counties in Territory. Names of mountain ranges and peaks visible, names of local rivers, names of largest cities and towns in the Territory.

Language: Have pupils compose short sentences about familiar objects, pictures, etc. Short sentences written from dictation.

THIRD READER COURSE.

Reading: Spell and explain all the important words in the lesson. Pupils give in their own words the subject matter of the lesson. Special attention given to the use of punctuation marks, italics and capital letters.

Observe same particulars as in former grade.

A portion of lesson copied upon slates or paper each day, to be examined in class.

Spelling: Words from reading lesson, both oral and written.

Writing: No. 1, 2 and 3 copy books, 1st year.

Drawing: Use primary drawing cards. Early lessons if practicable.

Language: Bright's Graded Instructions in English is commended in hands of teacher.

Number: Oral and written. Numeration and notation to 100,000 in the Arabic, and to 1,000 in the Roman System. The accurate and rapid handling of numbers to and including 144 in every combination. Teacher read Swett's "Condensed Direction for Teaching Arithmetic" and his "Methods of Teaching."

Application of multiplication table to and including the 10's. Division both long and short with divisors 1, 2, 3, to and including 9. Many examples given in addition and substraction. Examples placed on board daily for pupils to perform on their slates.

Mental work: Simple analysis in all the fundamental rules. Tables of Time. Federal money. Long measure. Days of week, months, seasons.

Roman numerals to D.

Last half of Third Reader Course.

First Arithmetic Elementary in hands of pupils to Fractions.

Writing Books 1 and 2.

Geography: Study of the globe.

First text book in hands of pupils, last half of course.

Language: Parts of speech taught orally. Simple descriptions of common animals and objects.

Letter writing: Made simple.

Pupils compose sentences containing given words.

FOURTH READER COURSE.

Reading: Observe same particulars as in former grade.

Study of familiar authors, with selections from other sources.

Spelling: Spell from reader and speller. Teach abbreviations as found in spelling book. Portions of reading lesson dictated by teacher. Slates exchanged, teacher or a pupil spell orally each word while pupils examine and mark words misspelled. Words from spelling book written as dictated by teacher. Other plans used as teacher may devise.

Writing: Copy books, No. 4, 5 and 6.

Composition: Letter writing. Common forms for bills of dry goods, groceries, etc., receipts. Forms in common use may be taken as models.

First book of grammar put in hands of pupils.

Arithmetic: Finish snd review first book written arithmetic. Give frequent oral drill; take a portion of each recitation for review. Mental arithmetic in hands of pupils.

Geography: Complete text-book through the United States. Occupation, names and customs of people; causes of large cities; lead them to see the relation of cause to effect. Map drawing.

FIFTH READER COURSE.

Reader: Rules of elocution.

Spelling: Written.

Writing: Copy books No's 7, 8 and 9.

Arithmetic: Practical completed. Mental continued. Practical reviewed.

Grammar: Continued at discretion of teacher.
Geography: Common course completed.
History: United States.
Physiology.
General exercises: Compositions, declamations, music, etc.

RULES AND REGULATIONS.

PRESCRIBED BY THE WASHINGTON TERRITORY BOARD OF EDUCATION FOR THE EXAMINATION OF TEACHERS.

I.—The County Superintendents must have the exclusive handling of the sets of questions, until the day of examination.

II.—Applicants who shall have obtained a knowledge of the questions before examination and who shall give or receive assistance from other candidates must be dismissed from the class and their names sent to the Superintendent of Public Instruction.

III.—Applicants must not be admitted to the examination who were absent at its opening, except by the unanimous consent of the County Board of Examination.

IV.—The programme of examination must be followed, except when all applicants have finished the papers upon a given subject before the time allowed has expired; the Superintendent may use his judgment in giving out the next set of questions.

V.—The Board must distribute the questions upon a given subject, at the same time to all applicants, and no recess allowed until the subject is finished.

VI.—All papers must, if possible be written in ink; and the name of the subject and the applicant's number must be written at the top of every paper.

VII.—In spelling any standard authority must be accepted.

VIII.—In arithmetic when the formula is correct, as shown by the work, an incorrect answer shall diminish the credits one-fifth.

IX.—In grammar make proper allowance for different authorities.

X.—The credits in writing are to be determined from the general execution of the papers, unless questions should be prescribed by the Territorial Board.

XI.—The answers to the questions on Theory and Practice of Teaching should receive credits if they show intelligence.

XII.—No questions prescribed by the Territorial Board of Education shall be set aside by the County Board of Examination.

XIII.—The Board must be impartial, polite and careful, rendering decisions upon merits strictly, and keep the room as quiet as possible.

XIV.— SCALE OF MARKING. CREDITS.

Orthography	100
Arithmetic	100
Grammar	100
Theory and Practice of Teaching	100
Reading, oral questions included	100
History	100
School Law	100
Geography	100
Physiology	100
Writing	100
Total	1000

For the first grade certificates, applicants must receive 900 credits, according to the above scale, and reach 90 per cent. in both arithmetic and grammar, and must have taught at least one year.

For second grade certificates, applicants must receive 750 credits and reach 75 per cent. in both arithmetic and grammar.

For third grade certificates, applicants must receive 600 credits and reach 60 per cent. in both arithmetic and grammar.

XV— PROGRAMME OF EXAMINATION.

WEDNESDAY.

Morning session—Begin at 9 A. M.—Orthography, Arithmetic.

Afternoon session—Begin at 1:30 P. M.—Grammar, History of the United States, Theory and Practice of Teaching.

THURSDAY.

Morning session—Begin at 9 A. M.—School Law, Physiology, Geography, Reading.

XVI—County Superintendents in fulfilling the 1st clause of Section 25 of the School Law should remember that a Territorial certificate is of the first grade in any county.

XVII—Where these regulations have not been followed, an applicant, failing to receive a certificate, has grounds for an appeal to the Superintendent of Public Instruction.

FORMS.

FOR PROCEEDINGS UNDER THE WASHINGTON SCHOOL LAW.

FORM No. 1.

Notice of Annual Meeting, under Section 35.

NOTICE.—The annual meeting of School District No...., of .... County, for the election of district officers, and for the transaction of such other business as may lawfully come before it, will be held on

Saturday, November...., 188.., at the district school house, (*if there be one, else in place to be designated by directors.*) The polls will be open between the hours of .... and ....

Dated....., 188..

.....
.....
....
School Directors.

[*Remarks,*—Directors must cause this notice to be posted in three of the most public places in district—the school house being one—six days prior to meeting. Meeting illegal without due notice. Election by ballot. Every taxable resident of district qualified to vote at general election, entitled to vote at this election. Directors act as judges; clerks keep tally-lists. For form of oath in case of challenge see section 35. Voters must pay other than road and poll tax. No school meeting shall be opened before 9 A. M., or closed before 12 M., or kept open less than one hour. In districts of three hundred children, polls must be kept open for at least two hours. Sec. 3198 Code.]

FORM No. 2.

Form of Notice of Special School Meeting, under Sec. 37, School Law, in new Districts.

NOTICE is hereby given to the qualified electors of School District No. ..... County, that there will be a special school meeting for election of Directors and Clerk of said District, at..... on the.... day of ....., 188.., between the hours of .. and..

Dated, ... 188..

.....
.....
.....
Three legal voters of said District.

[*Remarks.*—The foregoing notice seems to be provided for cases where there is dissatisfaction with appointments made by county Superintendent. Judges of election and clerk must be chosen by electors before balloting begins—in all other respects must follow forms of annual elections. This special meeting must be called within thirty days after district is formed, if at all.]

FORM No. 3.

Form of Notice of District Election Under Section 81, School Law, for voting Tax to Maintain School, Build School Houses, and Other Purposes.

NOTICE is hereby given to the qualified electors of School District No .....County, that an election will be held on the..... day of..... next, at the school house in said district (*or at some other place if there is no school house*), at which will be submitted the question of voting a tax to furnish additional school facilities (*or to do either of the things mentioned in Sec.* 81.)

It will be necessary to raise the sum of $..... (*for this, or these purposes—state purpose.*)

The polls will be opened between the hours of .... and ....

Dated,....., 188..

.....
.....
.....

School District Directors.

[Sec. 45 regulates time polls must be kept open.]

[*Remarks.*—This notice must be posted like notices of other elections, but twenty days, instead of six, before the day of election. Election conducted in the same manner as others.]

FORM No. 4.

Certificate of Election of Director or Clerk of School District.

To ....., of ..... Greeting:

This is to certify, that at a regular (*or special*) school meeting of School District No. ....., of ..... County, held at the school house of said District, ..., 188.., you were duly elected to fill the office of Director (*or clerk*) for the term of ..... from the time you shall qualify according to law, provided that be within ten days from date of election.

.....

Clerk of District School Meeting.

[*Remarks.*—This certificate with oath of office endorsed thereon, signed and sworn to before some person competent to administer oaths, must be sent to the County Superintendent. See section 1, school law .... clause.]

OATH OF OFFICE, (see School Law, Sec. 35).—I do solemnly swear (*or affirm*) that I will support the Constitution of the United States and the Organic Act of Washington Territory, and that I will, according to the best of my ability, promote the interests of education, and faithfully discharge the duties of ..... for School Dist. No. ....; of ..... County, Washington Territory, during the term for which I have been elected (*or appointed*), so help me God.

Subscribed and sworn to before me this ....day of ....., 188..

.....

.....

[*Remarks.*—This oath may be taken before any school officer or other person competent to administer oaths.]

FORM No. 5.

Forms of County Superintendents' Receipts, under Sec. 19, Clause 8, School Law.

Received of ....., this .... day of .....,

188.., all records, books, documents, and papers, required to be delivered under Sec. .... Washington School Law.

.....

Supt. Common Schools, ... County.

[*Remarks.*—The retiring Superintendent must file this receipt with County Clerk.]

FORM No. 6.

Directors' Warrant on County Treasurer Under Section .... School Laws.

No. ...., 188..

The County Treasurer of ..... County, Washington Territory, will pay to ..... or order, the sum of ..... dollars, out of school moneys apportioned to ..... School District No. .... of said county. This warrant is issued on account of services rendered by said ..... (*here insert nature of services rendered.*)

.....

.....

.....

Directors of School District No. ...., ... County.

[*Remarks.*—Directors' warrants must be countersigned by District Clerk, and no warrant shall be drawn unless there is money in the treasury to credit of the district.]

FORM No. 7.

Appointment of School Directors and Clerks.

By the power vested in me by Section .... Washington School Law, I hereby appoint ..... Director (*or Clerk*) for School District No. .... in the county of ..... Washington Territory, and I do authorize and empower him to hold said office and perform the duties thereof until some person is elected and qualified thereto according to law; having first taken the oath of office required by law.

.....

County Supt. Common Schools ..... County.

[*Remarks.*—This power is given to County Superintendent to fill all offices in School Districts when vacancies occur from any cause, and in new districts till election is held.]

FORM No. 8.

Agreement Between School Directors and Teacher.

This agreement, made and entered into this .... day of .... A. D. 188.. between ....., party of the first part, and Common School Directors of School District No. .... of ..... County, Washing-

ton Territory, parties of the second part, *Witnesseth*: That the said..... ....., who holds a legal certificate as teacher for said county, hereby agrees for the consideration hereinafter stated, to teach the school in said district, for the term of ....., commencing on the..... day of ....., 188..; and further agrees to enforce the rules and regulations prescribed by the Superintendent of Public Instruction of said Territory, and to adopt the prescribed series of text-books and course of study, and to keep the register and make the returns required by law; and the parties of the second part hereby agree to pay said ..... for such services duly and faithfully rendered the sum of ..... dollars for each and every month of twenty school days, in the manner following, to wit: by drawing their order upon the County Treasurer of said county, to be paid out of any school moneys in the county treasury standing to the credit of said district (*or otherwise, as the case may be.*

In witness whereof, the said parties of both parts have hereto set their hands and seals at the date hereinbefore mentioned.

[SEAL.] .....
Teacher.

[SEAL.] .....
[SEAL.] .....
[SEAL.] .....
Directors of District No. ...., ... County.

FORM No. 9.

Form of Lease for Premises for School House. Provided for in same section.

Know all men by these presents that, A B, of the County of.... .... and Territory of Washington, of the first part, for the consideration hereinafter mentioned, does hereby lease unto School District No. ....., of the County and Territory aforesaid, party of the second part and their assigns, the following described parcel of land, to-wit: (*here insert description of premises by metes and bounds,*) with all the privileges and appurtenances thereunto belonging; to have and to hold the same for and during the term of .... years from the ....., A. D., 188.. And said party of the second part, for themselves and their assigns, do covenant and agree to pay the said party of the first part for the said premises the annual rent of ..... dollars.

In testimony whereof, the said parties have hereunto set their hands and seals, this ..... day of ....., A. D., 188..

A B, [SEAL.]
Lessor.

Signed and sealed in presence of
[*Two Witnesses.*]

C D, [SEAL.]
E F, [SEAL.]
G H. [SEAL.]

Directors of School District No. ...., ... County.

[This lease must be acknowledged.]

[*Remarks.*—It will be often better to lease than purchase, till dis-

tricts become more populous and permanently settled, but if lease is for short term no permanent structure should be erected without reserving right to remove buildings at end of term. Leases should be executed in duplicate, and, if for longer term than one year, become "conveyances" under our law, and should be acknowledged and recorded as deeds.]

FORM No. 10.

Form of Deed for Purchase of Premises for School House when Directors are Directed by vote of District. See Sec. 38, Clause ...., Washington School Law.

Know all men by these presents, that A B, and C D, his wife, of the County of ....., and Territory of Washington, party of the first part, for and in consideration of the sum of ..... dollars to them paid by the Board of Directors of School District, No. ..... , of the County and Territory aforesaid, the receipt whereof is hereby ackowledged, do hereby grant, bargain, sell and convey, to said School District, No. ....., the party of the second part, and their assigns forever, the following described parcel of land, namely: [*here insert description by metes and bounds,*] together with all the privileges and appurtenances thereunto belonging; to have and to hold the same to the said second party, and their assigns forever. And the said party of the first part, for themselves, and their heirs, executors, and administrators, do covenant, bargain and agree to and with said party of the second part and their assigns, that at the time of the ensealing and delivery of these presents, they were well seized of the premises above conveyed as of an absolute and indefeasible estate of inheritance in the law, in fee-simple and that the said premises are free from all incumbrances whatever, and that they will forever warrant and defend the title, and quiet and peaceable possession of the same to said second party and their assigns, against all persons lawfully claiming or to claim the whole or any part thereof.

In testimony whereof, said parties of the first part have hereunto set their hands and seals, this ..... day of ....., A. D., 188..

..... [SEAL.]

..... [SEAL.]

Signed, sealed and delivered in presence of

.....

.....

[This deed should be acknowledged and recorded as other deeds.]

FORM No. 11.

Notice to County Superintendents of a Vacancy in Board of Directors.

To ....., County Superintendent.

SIR: You are hereby notified that a vacancy now exists in the Board of Directors of School Dist. No. ..., in the County of ....., through (*here state the cause of the vacancy,*) which you are requested to fill by appointment.

Dated this ..... day of ....., 188..

.....

District Clerk.

[*Remarks.*—The above notice should be sent to the County Superintendent as soon as the vacancy exists. If the office of District Clerk is vacant it should be sent by one of the Directors.]

FORM No. 12.

Director's Report to County Superintendent.

Report of Directors of School No...., ...County, Washington Territory, for the year ending.....A. D. 188.., as required by Section ..... Washington School Law, to be returned to the County Superintendent on or before ..... each year.

FINANCIAL.

	Dolls.	Cents.
Amount to credit of District beginning of year.....		
" apportioned to District by County Superintendent.....		
" realized from special tax for building school house.....		
" realized from special tax to pay teachers and extend school term.....		
" realized from any other source.....		
" expended for teachers' wages.....		
" expended for building or repairing or renting school house or furniture.....		
" expended for school apparatus, maps, charts, dictionaries, etc.....		
" expended for books for indigent children.....		
Rate of wages per month to male teachers.....		
Rate of wages per month to female teachers.....		
Present value of school buildings in district.....		
Present value of furniture, apparatus and other property		
Cash in treasury to credit of district unexpended.....		

MISCELLANEOUS.

Whole number of persons of school age in district...
Whole number who have attended during the year...
Does your district own or rent school house?.....
Of what material is your school house.....
Is your school furnished with dictionary, charts, apparatus, or either of these, and which?.....
Do you allow other than formally prescribed text books to be used?.....
Are all scholars attending furnished with suitable books?
Are any scholars prevented from attending from want of books?.....
Do you require every teacher to have a proper certificate, keep a register, and make reports as required by law?.....
How often do you visit and inspect the school?.....
State condition of school, whether flourishing and improving, or stationary or retrograding.....

Remarks.—.....

The undersigned, Directors of School District No...., ... County, Washington Territory, hereby certify that the foregoing report of the affairs and condition of said school for the year ending..... ....., 188..., is true and correct, and that true answers have been made to interrogatories, therein contained.

Dated this ..... day of ....., A. D. 188...

.....
.....
.....

Directors School District No...

FORM No. 13.

Teacher's Report.

Teacher's report of the Public Schools in District No..., in the County of ....., Washington Territory, from the ..... day of ..... 188.., to the ..... day of ....., 188...

	Boys.	Girls.	Total.
Whole number of scholars enrolled during term..			
Average number belonging.....			
Average daily attendance.....			
Per centage of attendance.....			
Total number of days attendance.....			
Total number of days absence.....			
Total number of times tardy.....			

Grade of school.....
Number of classes in school.....
Date of teacher's taking charge of school.....
Date of closing term or year.....
Monthly salary of teacher, including board.....
Amount of salary from county school fund.....
Grade and date of teacher's certificate.....
Number of school visits by School Directors.....
" " " " County Superintendent.....
" " " " other persons.....
Have you kept school register as required?.....
Name the text books used .....
Have you complied with the provisions of section..school law?

.....

Teacher.

[*Remarks.*—This report is required under section forty-six, Washington school law, to be made to County Superintendents and District Clerks on or before....., of each year, and by every teacher at the end of his or her term of service, if earlier than .... No teacher is entitled to order for last month's wages until this report is made and received. This report should be made up by abstracts from register.

FORM No. 14.

Teachers' Permits under Section 26:

By the authority vested in County School Superintendents by section 26 title III, Washington Law, I hereby grant ..... permission to teach in the public schools of ..... county, W. T., until the next examination, to be held in ..... on the first Wednesday in ..... 188..

.....
School Superintendent,
..... County.